



# Muskegon Community College

## BOARD OF TRUSTEES BOARD MEETING MINUTES

October 20, 2021 – 12:30 p.m.

Room 1300 – Lecture Hall Stevenson Center – Main Campus

**Present:** Chair Osborn, Vice Chair Mullally, Trustee Frye, Trustee Moore, Trustee Cook and Trustee Portenga

**Absent:** Trustee Crandall

Chair Osborn called the meeting to order at 12:34 p.m.

1. Trustee Frye moved approval of the Agenda; second. Vote unanimous; motion carried.
2. Public Comments and Presentations
  - Charlotte Griffith gave a Department Report/Presentation on the Library.
3. Trustee Portenga moved approval of the Consent Agenda; second. Vote unanimous; motion carried.
  - A. Minutes – Board Meeting Minutes of September 15, 2021  
Minutes – Board Retreat Minutes of September 16, 2021
  - B. Budget/Finance
    - I. Quarterly Financial Reports for MCC were presented by Beth Dick. The PNC agreement, which is no cost to the College, is scheduled to auto renew for five years in early 2022 unless a 90-day notice is given. Following the Board's recommendation, Beth will contact PNC about renewing for one or two years instead of five years.  
  
Quarterly Financial Reports for the Foundation were presented by Teresa Newmarch.
  - C. Required Approvals – *Chair Osborn*
4. Administrative Reports
  - A. President's Report – Dr. Nesbary highlighted reported the following:
    - The MCCA is in the process of negotiating a contract for a new president this afternoon.
    - A series of presentations have been given recently by Dr. Nesbary and various faculty and staff. Last week, Dr. Nesbary, Dr. Steven Wilson and Ken James presented at the ACCT Leadership Congress on DEI and technology.
    - Community Foundation for Muskegon County (CFFMC) – Most of the endowed funds held at the CFFMC are in a non-expendable trust, meaning we spend what is generated from the base investment. Dr. Nesbary was congratulated for being awarded the first ever Impact Award by the CFFMC on October 7 at their Annual Gathering.
    - Following the last Higher Learning Commission (HLC) review MCC was asked for additional reports on our finances. After reviewing this information, the HLC has stated MCC is proactively and prudently managing their fiscal resources.

- B. Student Success Report – *Dr. John Selmon*
    - Enrollment
    - Student Success Completion Agenda
      - Dr. Selmon reported the Student Success Strategy Team is in the early phases of work.
      - Enrollment for Winter semester begins on Monday and the Enrollment Team has been planning and is ready to welcome students.
  - C. The Personnel Report was presented by Kristine Anderson.
    - We have been focused on mental health for students and employees. A secondary EAP has been added recently and will be rolled out later this month. The new EAP offers 24-hour care and a variety of services including virtual visits.
    - The HR team is preparing to launch open enrollment.
    - A PowerPoint was shared with employee updates - new to MCC is James Bandt, 2<sup>nd</sup> shift custodian at the STC; Shameika Johnson, Workforce Program Coordinator; and Jalen Smith, Admissions Representative. Kristina Broughton is leaving MCC, but will be helping on an interim basis until that position is filled.
    - The United Way campaign is in full swing – envelopes were given to Trustees should they choose to participate. MCC is currently at 50% of its campaign contributions.
5. Business Non Operational
- A. MCCA Report
  - B. Foundation Update – *Teresa Newmarch*
6. Old Business
7. New Business
- A. Vice Chair Mullally moved approval of the Sole Source Purchase Request for FANUC Robots; second. Vote unanimous; motion carried.
  - B. Trustee Portenga moved approval of Permission to Proceed with an RFP for Tree Removal, Tree Trimming, Stump Removal and Maintenance at the Main Campus and University Golf Course; second. Vote unanimous; motion carried. It was noted that timeliness of when vendors could do the work should be taken into consideration - they are backed up 3-6 months.
  - C. Trustee Cook moved approval of Permission to Seek Bids for an Executive Search Firm to Assist with the search for a new President for Muskegon Community College; second. Vote unanimous; motion carried.
8. Board of Trustees Policy Governance – *Chair Osborn*
- A. Review [Policy Updates](#) – The Board reviewed and approved updates/edits to the following policies:
    - 2.01 – Replaced “Muskegon County” with “the Muskegon Community College district and Muskegon Community College students”
    - 2.04 – I. changed “December” to “June” as the remainder of this section deals with the fiscal year

- 2.06 – 1. the last line (starting with “Deliberation”) added a “c.” in front of it
- 2.08 – “treasurer” was capitalized
- 2.09 – 3. the last word changed from “President” to “Secretary”
- 2.11: the first paragraph of 2.11 – 8. was deleted; the second paragraph of 2.11 – 8. was moved to 2.11 – 2. b.; the word “individuals” in 2.11 – 3. a. was changed to “individual members”

B. Future Agenda Items

9. Announcements

- Trustee Frye shared that there was a very large article on [Dr. Nesbary in the White Lake Beacon](#). She stated, “You have been a president that we are proud of and are sure will go on to bigger and better things and we wish you well.” Another article she referenced was regarding MCC to award additional HEERF funds to qualified students. Trustee Frye noted that although we hear the news here, it’s good to hear it out in public.
- Dr. Selmon announced the Veteran’s Day Ceremony on November 11 with a brief ceremony at the flag pole on our main campus at 2 PM, noting Trustee Frye will be giving the reflection.

Trustee Moore moved approval to reschedule the November Board meeting from November 10, 2021 to November 17, 2021; second. Vote unanimous; motion carried. The meeting was moved to allow RFP’s for a Presidential Search firm to come back in time so the timeline will not have to be pushed back significantly.

Trustee Portenga moved going into closed session to discuss real estate.

A roll call vote was taken:

Trustee Portenga – Yes	Chair Osborn – Yes
Trustee Mullally – Yes	Trustee Frye – Yes
Trustee Moore – Yes	Trustee Cook – Yes

Discussion ensued on the potential purchase of real estate.

Trustee Portenga moved going out of closed session.

A roll call vote was taken:

Trustee Portenga – Yes	Chair Osborn – Yes
Trustee Mullally – Yes	Trustee Frye – Yes
Trustee Moore – Yes	Trustee Cook – Yes

With no further business, the meeting was adjourned at 2:26 p.m.

Minutes submitted by Secretary Nancy Frye.

/csd